



# Philharmonic Association Triangle Youth Music

## Full Orchestra Handbook

For the members and families of the Triangle Youth Philharmonic (TYP), our most advanced full orchestra, Triangle Youth Symphony (TYS), our intermediate orchestra and the Triangle Youth Orchestra (TYO) our least advanced full orchestra for musicians in grades 4 – 12.

Welcome to the Philharmonic Association (PA). Success depends on a joint effort between the PA staff, musicians, and parents. Please take time to become familiar with the contents of this handbook, as it will contain valuable information that you will need throughout the year. Acceptance into a Philharmonic Association orchestra comes with responsibilities, and we depend on musicians and their families to be fully informed. This handbook will cover:

- Responsibilities of membership including attendance
- Dress Rehearsal and Concerts including concert dress
- Calendar
- Fees
- Chamber Groups
- Honor Recitals
- Fundraising and Special Events
- Concert Tickets
- Volunteering
- Photography and Videography

### **Membership**

TYP, TYS, and TYO membership is open to any musician in the grades 4 - 12.

1. Membership in PA full orchestras is decided by audition. Playing ability and instrumentation are the determining factors in the selection of members. Membership is not automatically renewed from one season to the next. An audition fee of \$20 per audition will be charged to off-set our costs.
2. The PA recognizes the paramount importance of school music programs and the dedicated and expert instruction of their teachers. We expect our musicians to participate in their school music programs. If a musician is enrolled in a school music program, and drops out of that program after an appointment to a PA ensemble, the PA appointment will be rescinded.
3. Members will have a more positive experience if they study with a private music teacher. Therefore, we highly recommend private music lessons.

## Responsibilities

1. Each member is expected to be a good representative of TYP, TYS, and TYO whenever participating in a PA ensemble activity. This includes behavior during breaks as well as before, and after rehearsals and concerts. All rules of the community and host facilities must be observed. Inappropriate conduct can result in termination of membership.
2. Absences and conflicts must be reported to your attendance volunteer as soon as you become aware of them.
3. Each member is expected to consult the PA website, [www.philharmonic-association.org](http://www.philharmonic-association.org), especially the Member pages listed below, and read e-mail and text messages for pertinent news information.
4. No food, beverage, gum, homework or cell phones are allowed in the rehearsals or concerts.
5. No member is allowed to leave the facility during breaks.
6. Each member should own a portable music stand and bring it, upon request, with his/her name on each piece.
7. All members are responsible for practicing at home and seeking help from a private teacher to learn their individual parts.
8. Members are expected to perform each program in its entirety, as assigned by the conductor(s). *Failure to comply with this responsibility can result in termination of membership.*
9. Volunteer hours will not be offered for regular rehearsals. Concerts, special events, and volunteer activities like coat check or stage crew will qualify.

## Attendance Policy

A music ensemble is a collective effort requiring every member's full participation. The absence of one person affects the entire group. All musicians are responsible to their colleagues, themselves, and ultimately to the music itself. A serious commitment to the ensemble will ensure a quality musical experience for all its members. The following guidelines are followed to accommodate unavoidable conflicts such as illness, death in the family, required school performances, and established religious holidays.

1. Members shall have no more than two absences per semester. Those members holding positions of leadership, such as principal players, are allowed one absence per semester. If a member is unable to meet these requirements, it may be necessary to adjust seating. \* This includes virtual or in-person rehearsals. If you opt for in-person and choose to go virtual, you must let your in-person director know. Attendance will be required at one or the other each week.
2. If a member accumulates more than four absences during the season, his/her membership in the ensemble will be reviewed and may result in termination.\*This pertains to in-person or virtual rehearsals.
3. **No one will be excused from a dress rehearsal or concert unless it is for severe illness or death in the family.** Musicians who fail to attend the dress rehearsal may be excluded from the concert. Failure to attend a concert may result in termination of all future PA membership.
4. It is the responsibility of members to notify Artistic Staff and Attendance volunteers as soon as they are aware of conflicts with rehearsals and concerts.
5. If a member is tardy three times, it will count as one absence. Members are counted as tardy if they:

- a) are not in their seat ready to play, at the beginning of a scheduled rehearsal or at the call time before a performance
- b) leave the rehearsal early
- c) if they are late to their seat after the break.

**6. Everyone is expected to be ready to play at the beginning of a scheduled rehearsal and at the call time before a performance.**

*\* We will work with marching band participants to accommodate their fall schedule.*

### **Music and Folders**

1. Each member will be issued music and a folder at the beginning of the season. Only PA music should be kept in this folder.
2. It is the member's responsibility to bring the folder, music, and a pencil to every rehearsal and concert. It is each member's responsibility to keep the music and folder in good repair, and to report missing music to the Conductor immediately. The member will be charged replacement cost for any music lost. Practice copies will be charged at a rate of 20 cents per sheet and rental music at the publisher's rate, usually \$10.00-\$25.00 per part.
3. The folder and all music will be returned at the conclusion of each concert. Music not turned in at the specified time must be returned immediately to the PA Administrative office.

### **Dress Rehearsal and Concerts**

Each orchestra will likely have a virtual fall concert and a live spring concert, depending on the safety of our teachers and students. Right now, we have spring dress rehearsals and concerts taking place at Meymandi Concert Hall in downtown Raleigh, the only purpose built orchestral concert hall in Wake County and the home of the North Carolina Symphony. All scheduled dress rehearsals and concerts are mandatory and participation is a condition of membership in the orchestra. Dress rehearsal times and dates may vary depending on the orchestra and it is the responsibility of the musician and family to make note of these times. **Dress rehearsal and concert instructions will be emailed one month prior to events but ultimately it is up to musicians and families to stay informed via this handbook and our website. Concert dress** is only required for the concert, not dress rehearsal, and is as follows:

**Boys:** Black pants (no jeans), white shirt, long tie, black socks and black shoes. No jackets, tuxedos or bow ties.

**Girls:** White blouse with sleeves and ankle-length black skirt or full-cut dress pants. Alternately, ankle-length all-black dress with sleeves, or black blouse with sleeves and ankle-length black skirt or full-cut dress pants.

**Holiday Concert Dress:** At the Holiday Concert performed by TYP, members are encouraged to wear holiday attire such as brightly colored tops. We do not expect any holiday concerts to take place this year.

## **Calendar**

Please make note that the PA follows the Community Schools calendar. Rehearsals cancelled due to Community School closings will be published in the calendar on the PA website. **We do not necessarily observe WCPSS holidays or teacher workdays.** One noted exception is the traditional calendar spring break. Unless many rehearsals have been lost due to school closings, rehearsals will not be held the week of spring break. If the decision is made to hold rehearsal over spring break, this will be announced and added to the calendar, but will not count toward attendance records.

**\*\*\*Regarding inclement weather, if WCPSS closes due to any such event, Community Schools does as well so rehearsals are cancelled!!\*\*\***

## **Communication**

Email is our primary form of communication and our parent coordinators work very hard to keep all parties informed. **If you are not receiving frequent emails from your coordinator, especially at the beginning of the season, please let us know there is a problem with your email.** Please keep in mind that our parent coordinators are volunteers. Musicians and families can make their job easier by staying informed so please refer to the information they send. Each Ensemble has a member page on the PA website that includes a calendar. Musicians and families are expected to keep abreast of the information on the ensemble page.

TYP: <http://philharmonic-association.org/typ-member-information/>

TYS: <http://philharmonic-association.org/tys-member-information/>

TYO: <http://philharmonic-association.org/tyo-member-information/>

## **Fees**

The annual fee for participation is \$430. Families with multiple musicians, or single musicians participating in more than one ensemble, will receive a 20% discount on the smaller participation fee. **No musician is turned away for inability to pay the participation fee.** Fees are waived for those in Free or Reduced–Price Lunch Programs. **Documentation will be required for need-based financial aid.**

Withdrawal from a PA ensemble after more than two weeks or involuntary termination of membership will result in forfeiture of fees and privileges relating to membership.

## **Honors Recitals**

We hope to offer all full orchestra musicians the opportunity to audition for a recital in the spring. Those interested in auditioning will perform a solo piece for an adjudicator, on the instrument in which they play in their orchestra. **Accompanists are required if your piece is written with an accompaniment.** If help is needed finding an accompanist, a list of local pianists

will be provided. Once a musician has been chosen to play a concerto with TYP on the spring concert, they are ineligible to be chosen again, but may still audition for future honors recitals.

### **Holiday Ensembles Project**

Subject to ongoing the ongoing COVID situation, orchestral string musicians may choose to perform community service, spreading the joy of music during the holiday season, by joining the optional Holiday Ensembles Project. Three rehearsals will be held on Mondays 6:30 – 8:30 pm following the TYO/TYS fall concert. Musicians who participate in rehearsals will be split into smaller ensembles and assigned to a minimum of two performances, based on availability. Although musicians are only required to participate in two performances, they will have the opportunity to participate in additional performances. Performances will be offered in nursing and rehab facilities, community centers and places like Marbles Kids Museum. Rehearsals and performances qualify as community service hours and certificates will be awarded at the completion of the Holiday Ensembles Project.

### **Chamber Groups**

Full orchestra musicians have the opportunity to play in PA sponsored chamber groups. Musicians are encouraged to form a group and seek PA sponsorship. Membership in a PA Chamber Ensemble is considered an honor and only groups that represent the PA's high artistic standards will be sponsored. A brief audition for the Artistic Director, as an ensemble, will be required of new groups. (The TYP Woodwind Quintet is formed through an audition process led by returning members and the coach.) These chamber groups receive regular coaching and have the opportunity to perform for a variety of venues and audiences. There is an additional annual fee of \$200 that is used to help offset the expense of coaching. Please refer to the Chamber Music handbook for more information.

### **Musician Intern Program**

Upperclassmen from the Philharmonic Association may apply for an internship with the PA for the duration of the school year. This internship provides students with work experience and volunteer opportunities designed to increase students' leadership and management skills and give them a behind-the-scenes look at running a non-profit arts organization. Requirements, details, and the application are posted on the PA website. Although students may apply as early as June, only students who are accepted into a PA Ensemble after auditioning in August are eligible for acceptance into the program.

### **Fundraising**

As fees only cover about half of our operating expenses, the PA must rely on fundraising to help meet our annual budget. Please help whenever possible!

### **Corporate Support**

Many companies partner with non-profits to match donations or volunteer hours and can provide the PA with funding. We are already qualified for matching donations from Verizon, Dell, Cisco, Duke Energy, IBM, Lenovo and GSK. Dell will donate \$150 for 10 or more hours of volunteer work, as well as matching donations. Cisco will match up to \$10,000 per employee for both volunteer time and matching donations. IBM's Community Grant program is dependent on IBM

employees' volunteer hours and has helped the PA to purchase an english horn, baritone saxophone, drum set, classical percussion equipment, video equipment, and our portable public address system during past grant cycles.

### **Special Events**

Our **Classics and Cuisine – A Musical Marathon** has been a successful fundraiser and we encourage PA musicians and families to participate. The actual event has two components – music performed PA musicians in groups combined for the event, and donated food that is sold to raise additional funds. Musicians are randomly assigned to one of three orchestras, each of which sight reads music together for 40 – 50 minutes. Advanced and less experienced musicians play together in an internal “Play With the Pros” concept. Musicians are encouraged to collect donor sponsorships, much like a walk-a-thon. The fundraiser is a community event and has been held at various locations such as Bond Park Senior Center, St. Paul’s Episcopal Parish Hall, Chavis Park Community Center, and Temple Beth Or. The food for this event is donated by PA families and often has an international theme as a celebration of our diversity. We hope to hold this event live in the spring, but if not, we will have a virtual fundraiser!

### **Concert Tickets**

Tickets for the Spring concert will be used to offset the substantial cost of performing in Meymandi Concert Hall. The Hall charges the PA money per attendee at our concerts, as well as hourly rates for required hall personnel. Because the Hall receives money based on audience size, the PA needs to have a robust audience to maintain our ability to book concerts in advance. To honor the school and private teachers of our participants, they are invited to attend free of charge. Tickets can be purchased in two ways:

1. Presales at the last two rehearsals prior to the concert. (cash or check)
2. Box Office at Meymandi the day of the concert (cash or check)

Ticket prices do not vary for either Box Office or presales.

Concerts are open to the public and we encourage families to invite family and friends. It is important that we build our audience to keep funders supporting the Philharmonic Association and to be able to continue to perform in Meymandi Concert Hall.

This fall, we will also offer a virtual performance that will involve the purchase of a ticket to “attend”.

### **Photography, Video Recordings and DVD Sales**

The PA does not allow photography or any type of recording at our concerts as the use of devices is a distraction to those trying to enjoy the concert. Designated photographers will be present at each dress rehearsal and concert, and the photos are shared with parents on the website Smugmug. All concerts are also professionally recorded, and orders can be placed at presales or mailed.

## **Volunteer Requirements**

The PA could not function without the help of our many volunteers. Each family is required to complete a minimum of 5 hours of volunteering per year. To work efficiently, each ensemble requires a team of volunteers who fill specific roles. These roles include Parent Coordinator, Attendance Volunteer, and a Stage Crew. While these positions share a larger time commitment, we have plenty of ways in which parents can get involved on an event-by-event basis. For these positions, our Parent Coordinators and Operation Manager use Sign-Up Genius. Descriptions of our volunteer positions are below:

- **Parent Coordinator**: Assists Artistic Staff to facilitate the smooth operation of the ensemble. Serve as liaison from the Staff to the Executive Director and Operations Manager. Must be available to send e-mail communications to parents and musicians. Works with the Operations Manager to recruit and coordinate volunteers for rehearsals and concerts to ensure the ensemble has attendance takers, set-up crew, parent on-call and additional volunteers, as needed.
- **Attendance Volunteer**: Take attendance at weekly rehearsals. Contacts musicians to ascertain reasons for lateness and absences. Compiles data into Excel-type worksheet and provide reports to Conductors.
- **Stage Crew**: Set up: Come early to arrange chairs and stands in rehearsal room per the conductor's seating chart. Tear down: Return rooms to school band director's set-up after rehearsal. Set up/tear down stage at Meymandi Concert Hall for spring and fall concerts and dress rehearsals.
- **Parent On-Call**: Attend weekly rehearsals to aide the conductor when needs arise with musicians. Stay with musicians until all parents arrive for pick-up. Parents can rotate this job week to week.
- **Photography**: Photographs (digitally) group and individuals at dress rehearsals and performances from special areas at Meymandi Concert Hall. Uploads photographs to Smugmug or gives a CD to Photography Team Leader. Must have own equipment.
- **Videography**: Man the second camera at the concerts in Meymandi Concert Hall.
- **Concert**: Assist with ticket and media pre-sales during rehearsals, conduct ticket and media sales during concerts, serve as usher at concerts. TYP parents serve as volunteers at TYS/TYO concert and TYS/TYO parents serve as volunteers for TYP concerts.
- **Ad Sales**: Sell advertising to businesses for fall, holiday and spring concert programs.
- **Marketing**: Assist in developing and implementing marketing strategies for the PA and performances.
- **Coat Check for NC Symphony**: Parents and musicians will work the coat check table at the NC Symphony concerts. Volunteers will receive a complimentary ticket to attend half the concert.
- **Coat Check Coordinator**: Set up and maintain Sign Up Genius for Coat Check volunteers, serve as first contact for volunteers, and ensure that all volunteer spots are filled.

- Sectionals: Twice a year during regular rehearsal, musicians are broken up into smaller groups and coached by a NC Symphony member. Room monitors are needed for each group to set the room for the rehearsal, stay in room during rehearsal, and return room to original condition.
- School Liaisons: One parent to communicate directly with their musician's schools music program to promote our program and events.
- Social Event: Each orchestra will have a social event to allow the musicians to get acquainted. Parents are needed to supply drinks, food, and paper products as well as serve and cleanup.
- Auditions: Auditions are a significant effort and require many volunteers to set-up and tear-down audition rooms, to work registration table, and to act as audition stewards.
- Special Events: These events require planning, set-up and tear-down, transporting of our larger percussion instruments, and a variety of task during the event.
- Community Festivals: The PA operates a booth at festivals such as Lazy Daze and Spring Daze. Volunteers act as ambassadors for our program, sharing printed material as well as their own knowledge and experience with the PA.

## **ADDENDUM for 2020-2021 SEASON**

Small in-person rehearsals will be offered during the 2020-2021 season. Students are expected to attend these in-person rehearsals OR the virtual option available each week.

### **In-Person Rehearsal Policy**

1. The following guidelines are to be adhered to in order to protect our teachers and students: Musicians will arrive on time with face masks on. Masks will remain on throughout rehearsal and until student gets in the car to leave the rehearsal area. Winds and brass will take the mask off to play and leave the mask on the ear and replace when not playing.
2. Musicians will bring mask, music stand, music, small stand light and pencil to each rehearsal.
3. Musicians will remain 6 feet or more from other individuals at all times before, during and after rehearsal.
4. Musicians will remain home if presenting any symptoms of sickness and report this to the attendance coordinator and the Executive Director immediately.
5. Families will immediately notify in-person director and Executive Director if musician has symptoms, has taken a test, or has been exposed to anyone testing positive to COVID-19 immediately upon knowledge of exposure and/or symptoms.

6. Failure to comply with any of the rehearsal policies will result in immediate removal from in-person rehearsals for the semester.

### **Online Rehearsal Policies**

1. Musicians will be on time and present for the entire rehearsal. This means logging in at least 5 minutes in advance. Other electronic devices such as phones, ipads, televisions must not be in view. Tuning and instrument maintenance should be taken care of before the start of rehearsal.
2. Musicians will come prepared with instrument tuned, music in folder or binder, music stand, pencil, metronome (can be accessed online for free)
3. Musicians will be respectful and mute their computer until asked to share and use the chat function to ask questions unless otherwise instructed.
4. Professional language, attitudes and behavior will be expected throughout the rehearsal. This includes posture, focusing on the material, marking your music, etc. Be engaged!